

**Minutes of the Finance & Administration Committee meeting held on Monday 23 July 2012 at 7.30pm in the Parish Council office**

**Present:** RT Summerfield (chair) JE Coston HM Smith I Tyes  
The clerk

**Absent:** D Chamberlin M Hersom

1. **Election of Chairman:** RTS was elected chairman (proposed by JEC, seconded by HMS).
2. **Apologies for absence:** none received.
3. **Declarations of Interest – personal and/or prejudicial:** none.
4. **Minutes:** the minutes of the meeting of 30 April 2012 were approved and signed as a true record.
5. **Matters Arising:**  
**Audit Report:** Received from Moore Stephens external auditor. “On the basis of our review, in our opinion the information in the Annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”
6. **Bank Reconciliation and Bank Statements:** These were reconciled as at 30 June 2012 with the exception of the Community Direct account. This account was reconciled on 25<sup>th</sup> July by RTS and the Clerk.
7. **Review of debtors and creditors at 30 June 2012:**  
Noted that the Minibus account has several long term debtors. The Clerk would ask the Minibus treasurer what action was being taken to recover these amounts. [Note: Minibus Treasurer advises these amounts have been cleared. Debtors will be checked and an adjustment made] The grant from AmeyCespa for the new fitness equipment was due any day. [Note: cheque received on 24<sup>th</sup> July] **Action: Clerk**
8. **Review of Budget and year to date actual:**  
Noted that the Trolley Bus was slightly over budget. This was due to a higher bill for April (£144) and the annual subscription paid (£15).  
Community Care fees £100 down on budget as 2 clients had passed away.
9. **Date of next meeting – Monday 22<sup>nd</sup> October**  
  
The meeting closed at 8:10pm

Signed.....

Date.....